

**NERRY**

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**Career Objective**

**To acquire the position of Sales and utilize my accounting, customer services and inventory management skills for the benefit of the store.**

**Summary of Skills:**

* **Excellent marketing abilities and selling skills**
* **Strong quality consciousness**
* **Superior customer servicing skills**
* **Strong ability to convince, explain, make suggestions to customers**
* **Brilliant innovation skills and presentation techniques**
* **Experienced sales professional with exceptional customer service skills**
* **Knowledge of all the products sold by retail stores**
* **Remarkable organizational and communication skills**
* **Skilled in multi-tasking and addressing customers' queries**

**Work Experience:**

**SALES LADY  
SM Department Store Bags Department (Heartstrings Enterprise Corporation)   
2012 - 2016**

* **Greet and help customers in buying products**
* **Listen patiently to customers' requirements and try to fulfill them as possible**
* **Keep the store tidy and stock inventory on the shelves**
* **Double as cashier and process credit card, cash payments and make changes for customers**
* **Assist customers in person or over the phone**

**CASHER AND CREW  
MINUTE BURGER PHILIPPINES**

**2010 - 2012**

* **Courteously greeted customers and assisted with purchases**
* **Operated cash register, received and dispensed correct change to customers**
* **Quickly and accurately processed meal orders while developing rapport with customer**
* **Resolved customer needs using professionalism and sensitivity**
* **Handling multiple orders at once, organizing and prioritizing orders as they were received.**
* **Rotating stock and supplies regularly making sure the preparation were ready for the next shift.**
* **Preparing and handling food according to established procedures.**
* **Operated computerized register and collected payments for service.**
* **Counted money in drawer at beginning and end of shift.**

**SALES LADY  
Robinson place Ermita Manila (Meg Ladies wear)  
Duration: 2009 - 2010**

* **Received and checked merchandise as per purchase orders**
* **Explained and demonstrated product's use to customers**
* **Recorded cash collection in register and the system**
* **Assisted in holding summer sales campaign and increasing revenue of the store**
* **Organized holiday sales promotion and recommended gift, which helped to increase sales by 35%**

**Educational Attainment**

* **Title of qualification awarded Secondary Graduate**
* **Year graduated March 2006**
* **Name of Institute Fundado Siruma High School**
* **Address Fundado Siruma Camarines Sur**

**Languages**

* **Languages English**

**Skills and Competence**

* **Flexible, fast learner, hard working, trustworthy and God fearing person**

**Personal Information**

* **Nationality Filipino**
* **Date of Birth September 14, 1989**
* **Gender Female**
* **Civil Status Married**
* **Height 5’3”**
* **Weight 110 lbs.**

**I hereby certify that the above information’s are true and correct to the best of my knowledge and skills.**